



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

November 3, 2008

Nirmal Sehmbey, President
Aero Mechanism Precision Inc.
21700 Marilla Street
Chatsworth, CA 91311

Dear Mr. Sehmbey:

RE: FINAL MONITORING VISIT REPORT – AERO MECHANISM PRECISION INC. - ET08-0215

| | |
|------------------------|--|
| Date of the Visit: | 10/22/08 |
| Beginning/Ending Time: | 1:30 p.m. - 3:45 p.m. |
| Date of Last Visit: | 03/17/08 |
| Visit Location: | Chatsworth |
| Persons in attendance: | Palminder Sehmbey, VP, Aero Mechanism Precision Inc. Lan Vuong, ETP Project Analyst |
| Action Required: | No |

CONTRACT INFORMATION:

| | | | |
|----------------------------------|---------------------|-------------------|----------|
| Term of Agreement: | 10/08/07 – 10/07/08 | Agreement Amount: | \$17,160 |
| Training Start Date | 10/08/07 | No. to Retain: | 11 |
| Date Training must be completed: | 07/06/08 | Range of Hours: | 8 – 60 |
| Type of Trainee: | Retrainee | Weighted Average: | 60 |

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FINAL REPORT SUMMARY

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on May 5, 2008, and training began on October 8, 2007. Ms. Sehmbeiy reported that all training was completed on July 2, 2008, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement – October 7, 2008.

ETP approved one Agreement Modification on 04/11/08, to add President to the list of occupations.

ETP also approved a request on 04/11/08, to change contract representative.

• FINAL PROJECT STATISTICS

Your Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 8 and 60 training hours. There will be no reimbursement for any trainee who does not complete a minimum of 8 hours of training from the approved curriculum.

Chart 1, Exhibit A of the Agreement, specified that there would be 11 trainees to be retained, Ms. Sehmbeiy reported that all 11 trainees completed training and the 90-day retention period. This resulted in a completion rate of 100 percent with approximate earnings of \$11,622 which is 68 percent of the Agreement amount.

The following chart shows a breakdown of training hours and projected reimbursement as shown on the ETP Online Tracking System:

| TYPE OF TRAINING | HOURS COMPLETED | PROJECTED REIMBURSEMENT |
|------------------|-----------------|-------------------------|
| Class/Lab | 447 | \$11,622 |
| Total | 447 | \$11,622 |

To date, your company has submitted \$8,716.50 in progress payments; therefore you will receive an additional \$2,905.50, if the anticipated number to retain is verified during the final fiscal closeout.

Ms. Sehmbeiy was reminded that this Agreement ended in October 7, 2008. By the terms of the Agreement the final contract closeout should have been completed within 30 days of the end term date of the Agreement. Ms. Sehmbeiy informed the Analyst that she was not able to closeout the contract by that time. The Analyst agreed to give your company an extension. The final contract closeout invoice and associated documents must be submitted to ETP on or before the close of business on **December 5, 2008.**

• INTERVIEW WITH CONTRACTOR'S REPRESENTATIVE

Ms. Sehmbe reported that the company was not able to provide all the training originally intended in this Agreement due to several factors. The company over estimated the number of training hours in their training plan. The majority of the trainees were on vacation during the Winter Holiday. The company closed most of December 2007 and January 2008 due to Winter Holiday.

Ms. Sehmbe reported that although Aero Mechanism did not earn 100 percent of the available funds, the training provided increased employee skills in Continuous Improvement which helps ensure that the company meets the quality standards required by the industry. The training provided was very beneficial and practical to their jobs.

She also stated that she did not experience any problem with ETP record keeping and that ETP staff was very helpful in providing assistance in the administration of this project.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

| | | | |
|---|----|------------------------------|----|
| Trainees Started Training: | 11 | Completed Training: | 11 |
| Trainees Enrolled: | 11 | In Retention Period:: | 0 |
| Dropped Following Enrollment: | 0 | Completed Retention | 11 |
| Completed Minimum Hours for reimbursement: | 11 | | |

The project statistics provided by you matches those listed on the ETP Contract Status Report.

TRAINING RECORDS

Ms. Vuong conducted a random sampling of five trainees who completed training and retention. Records reviewed validated the completion of the training hours required in this Agreement. Records show that these trainees completed between 8 and 60 total training hours and the completed hours matches those posted on the ETP Online Tracking System. Records reviewed confirmed that the Agreement curriculum was provided as specified and the ratio of trainer to trainee delineated in the Agreement training plan was adhered to.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT

Your company will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk review. These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters.

To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Please contact Lan Vuong within ten (10) working days at (818) 755-1306 or by email at lvuong@etp.ca.gov if you have any questions or comments.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood Regional Office

Signature on file

Lan Vuong, Project Analyst
North Hollywood Regional Office

cc: Palminder Sehmbey, VP, Aero Mechanism Precision Inc. (via email)

Amber Luiz, Assistant Director (via email)
David Guzman, Chief Program Operations Division (via email)
Kulbir Mayall, Manager, Fiscal and Certification (via email)

Master File
Project file

Date report mailed to Contractor 11/10/08